



Terms of Reference

Farmers Market Working Group

The **AGREED** Members are Cllrs Bradley & Tu, Town Events Manager, Sue Roderick, Louise Crush (Market Manager) and Sharon Blaikie.

Membership	<ul style="list-style-type: none"> • The Working Group will comprise Councillors, Officers and other members of the community. • A minimum of one Town Councillor shall be present at each meeting.
Roles	<ul style="list-style-type: none"> • At the first meeting, the Working Group will elect a Town Councillor to be Chairperson. • The Town Events Manager (as part of the Working Group) will provide support as required. • Specific roles and responsibilities will be decided by the working group as the Farmers Market evolves.
Policy	<ul style="list-style-type: none"> • It is expected that all Working Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest. A copy of the Code of Conduct will be shared with all members. • Town Council insurance will cover the agreed activities of the Working Group, but Working Group members, in liaison with the Town Clerk, need to ensure that terms of the insurance are not breached. • Working Group have no delegated powers and need Council approval for expenditure.
Purpose	<p>The purpose of the Working Group shall be to:</p> <ul style="list-style-type: none"> • Develop, promote and seek to improve the Farmers Market as a service to Arundel residents, enabling them to shop locally for a wide range of products, and as a way of stimulating footfall in the town centre, to the benefit of Arundel businesses. • Liaise with Arun District Council and Arundel Town Council to ensure that the market can be run safely and efficiently. • Monitor the results of the market in terms of shopper numbers, trader satisfaction and benefits to Arundel retailers and hospitality businesses. • Support the Community Events Manager in developing other seasonal markets (e.g. an annual antiques/Brocante market).
Meetings	<ul style="list-style-type: none"> • The Working Group shall normally 1-2 times per month, or as may be required. • Meetings may take place physically or by Teams, Zoom or telephone as members agree.



	<ul style="list-style-type: none"> • The Working Group shall keep a record of meetings and decisions, and circulate notes to the Working Group members in a timely fashion.
Finance	<ul style="list-style-type: none"> • Grants and funding can be applied for by the Working Group and held by the Town Council, who will ring-fence the funds for Farmers Market purposes only. • All financial transactions will be conducted through the Town Clerk, to ensure that the Town Council Financial Regulations are observed. The Town Clerk may delegate authority for some kinds of expenditure to the Community Events Manager. • The Working Group shall keep a clear record of income and expenditure. Any expenditure which is not included in the annual budget shall be approved in advance by the Full Council. The Income and Expenditure and a projection of Income and Expenditure for the Financial Year shall be reported to the Full Council quarterly, concurrent with the reporting of the Quarterly Accounts. • The Working Group will report back to the Town Clerk and Full Council on planned and actual expenditure for the project. Invoices will be made out in the name of the Town Council.
Reporting	<ul style="list-style-type: none"> • Any recommendations that require Town Council approval shall be prepared in the normal format and included on the Full Council meeting Agenda in agreement with the Town Clerk. • The Working Group shall provide quarterly reports to the Full Council.
Dissolving the Working Group	<ul style="list-style-type: none"> • If the Working Group wishes to dissolve it must notify the Town Council.